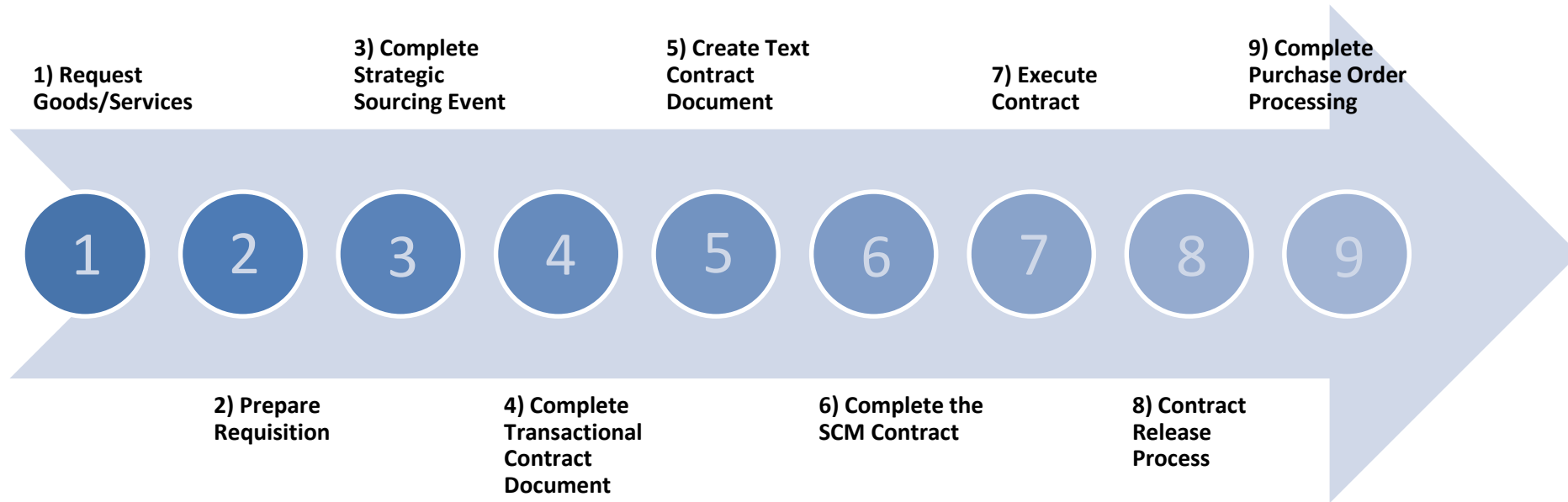


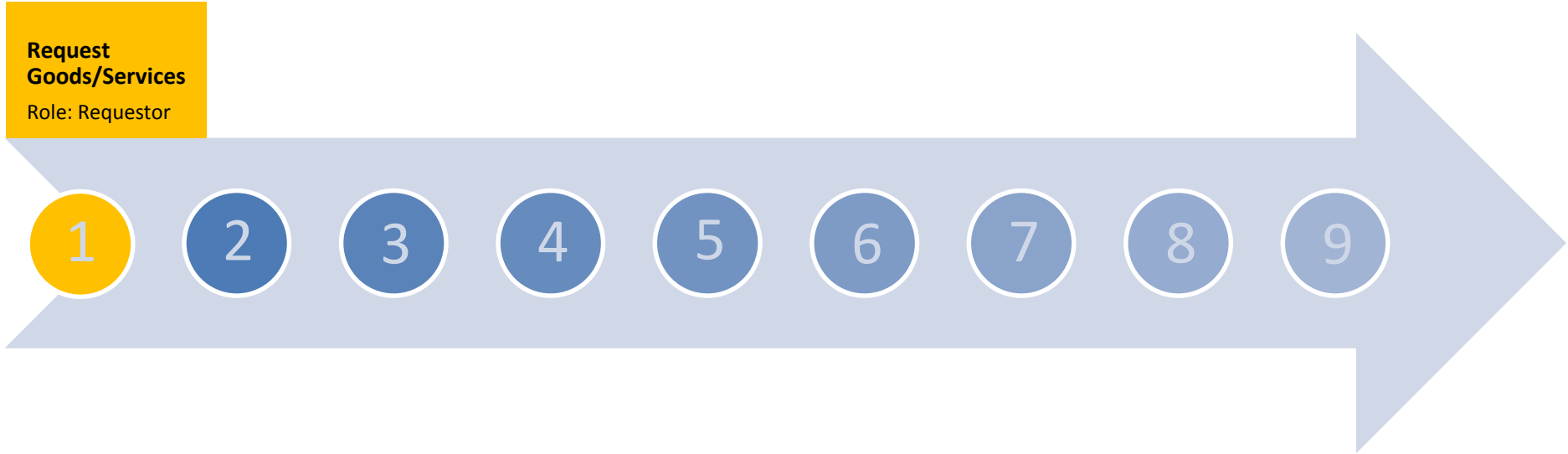
Financials Procedure Overview



Roles

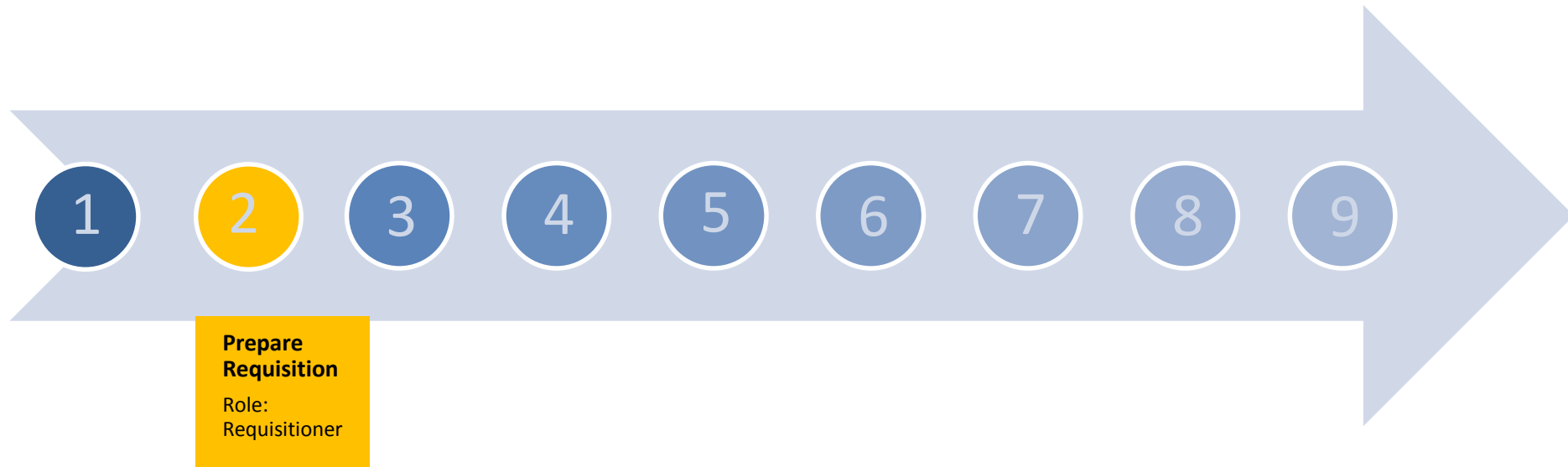


Request Goods/Services



A Requestor is the person asking for the good/service to be purchased. A Requestor must have a valid PeopleSoft Financials User ID to be tracked in the system.

Prepare Requisition



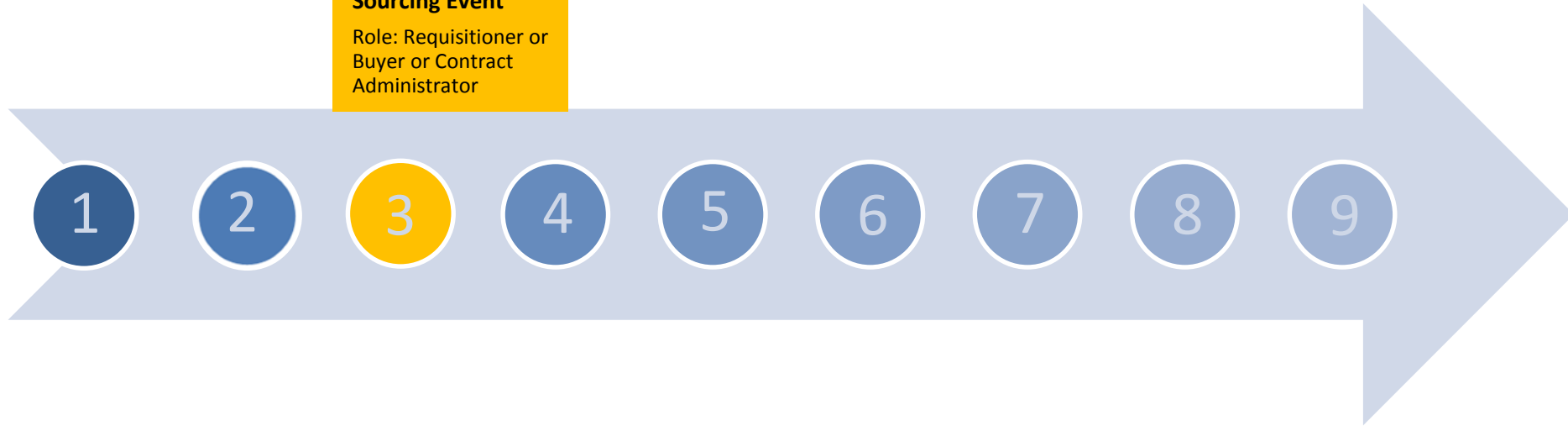
All contracts begin with a Requisition unless approved by State Budget Agency and Indiana Department of Administration.

✓ Actions: Enter Line Items/Funding Information, Choose Requisition Type, Run Valid Budget check, Complete Workflow Approvals

Complete Strategic Sourcing Event

Complete Strategic Sourcing Event

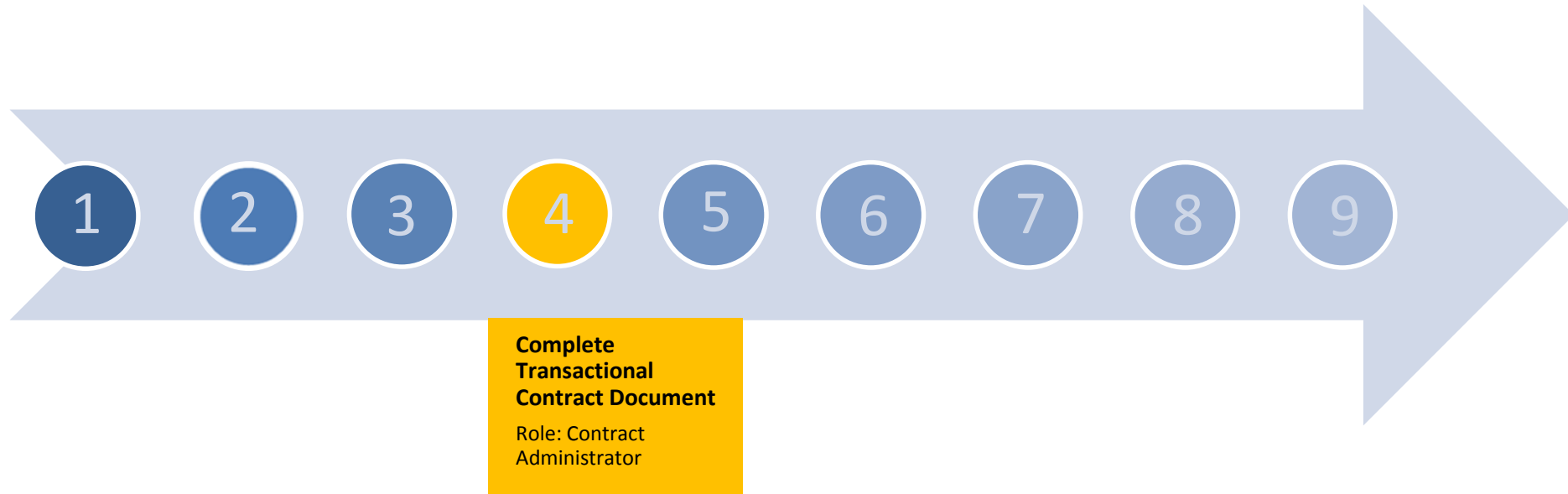
Role: Requisitioner or Buyer or Contract Administrator



A Strategic Sourcing Event is required to manage the pre-encumbrance/encumbrance, whether or not competitive bidding is required.

- ✓ Actions: Select Bidder/Invitations sent, Enter/analyze bidder responses, Bidder Registration validated, Award Transactional Contract Document

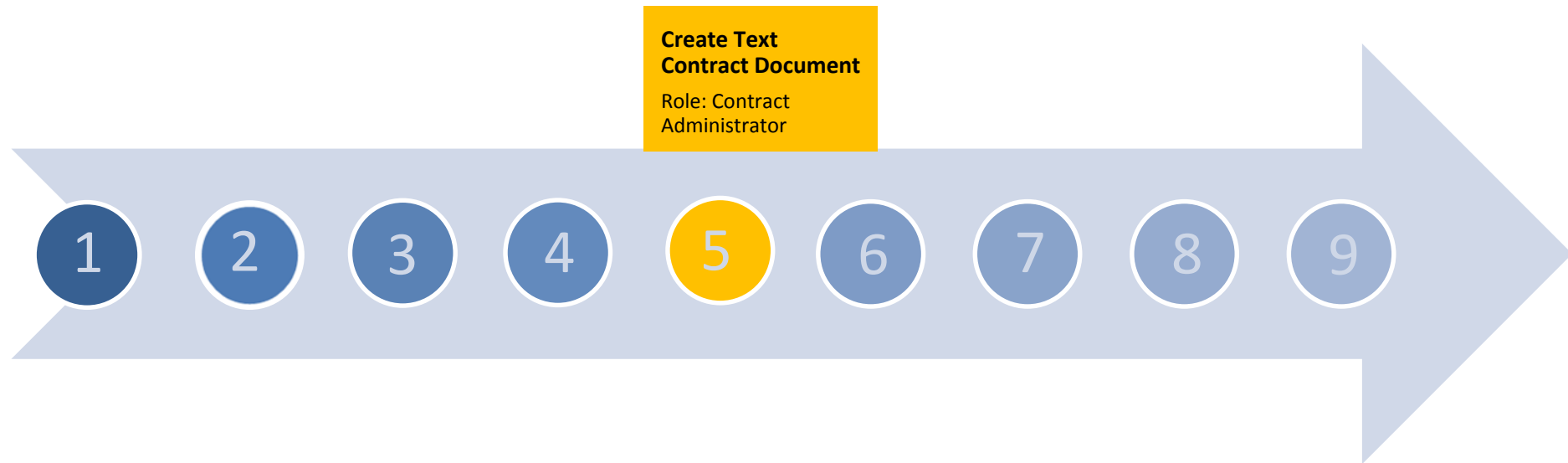
Complete Transactional Contract Document



Entry of key data points on the Transactional Contract Document that will be used to populate the Text Contract Document.

- ✓ Actions: Begin/end dates, Vendor (defaults from SSE), Contract Maximum Amount (defaults from SSE), Line item/distribution info (defaults from SSE), M/W/VBE sub-participation

Create Text Contract Document



Create the Text Contract Document by using information from the Transactional Contract Document, choosing the appropriate contract template and gathering the appropriate supporting documents.

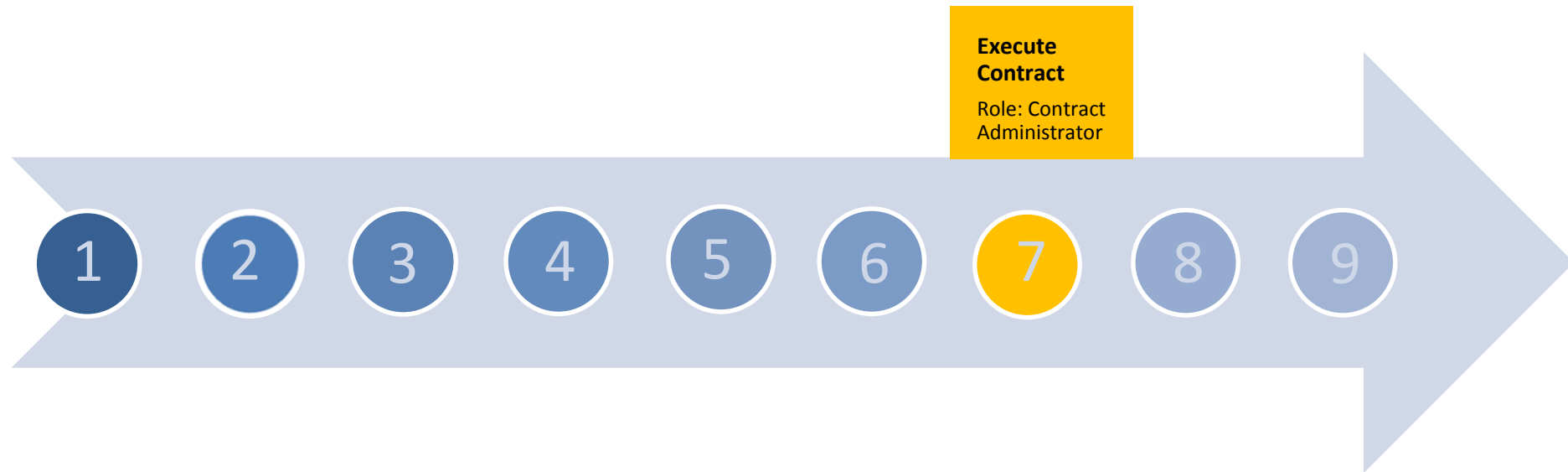
- ✓ Actions: Choose the contract template/document type, Review/edit the document in Word, Add Supplemental Documents, Internal/External Collaboration

Complete the SCM Contract



With the contract drafted, route for collaboration (internal review and/or approval), acquire the signatures electronically, and route the document for approval from the oversight agencies.

- ✓ Actions: Internal/External Collaboration; Add comments, Prepare the document for signature, Send for vendor eSignature, eSign for the State, Document clearance checks, Route for approvals (oversight agencies), Fiscal Approver



Once the signatures are in place and necessary approvals are completed; finish the contract. When the contract is moved to the Transparency Portal a notification is sent to the vendor and contract administrator.

✓ Actions: Dispatch the contract, Execute the contract, Place the Transactional Document in Approved status

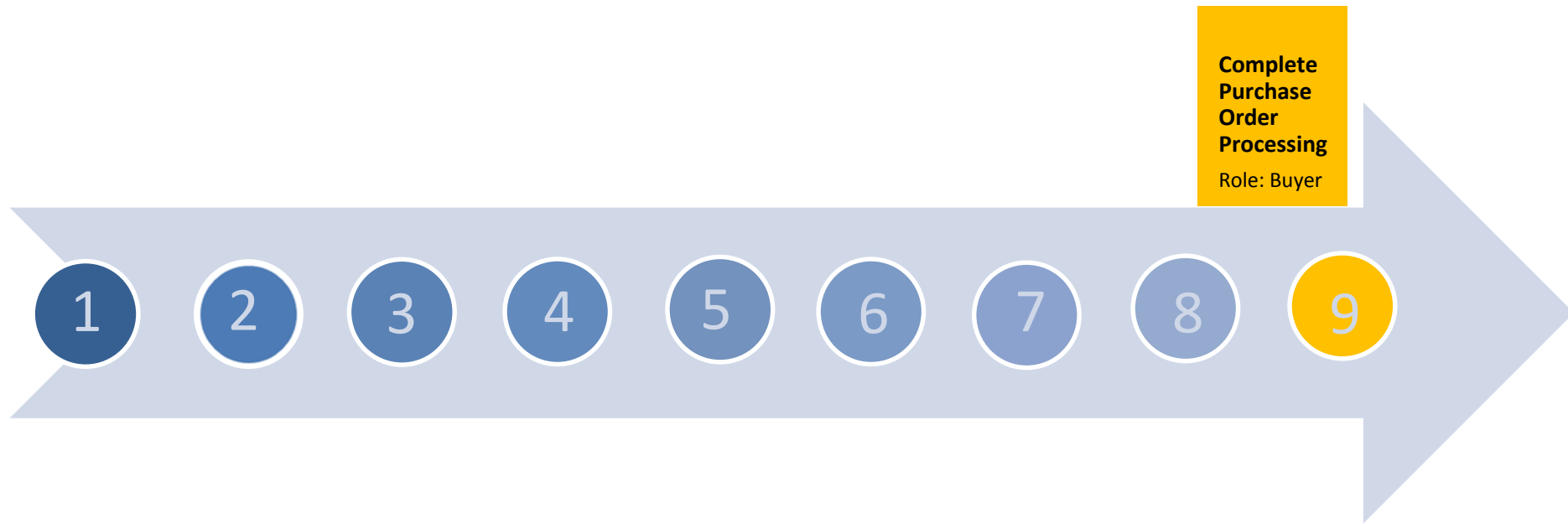
Contract Release Process



The Contract Release process is used to create a purchase order (PO) using the financial and line item information from the Transactional Contract Document.

- ✓ Actions: Complete the release details, Prepare the Release Template, Stage the release, Review the staged release, Run PO Auto Source

Complete Purchase Order Processing



This process relieves the pre-encumbrance initiated by the requisition and creates the encumbrance on the PO.

✓ Actions: Complete Processing, Budget check, Complete approvals, Dispatch